

Washington County

Job Description



Title:	Sales Associate	Code:	
Division:	Rosenbruch Museum	Effective Date:	05/16
Department:	Dixie Center	Last Revised:	
Career Serv:	PT-No	FLSA:	Yes

GENERAL PURPOSE

Performs front desk duties and service related tasks as assigned.

SUPERVISION RECEIVED

Works under the general supervision of the Museum Manager

SUPERVISION EXERCISED

None.

ESSENTIAL FUNCTIONS

Open and Closes museum as needed.

Monitors the front desk as needed to include ticket taking transactions, balance cash drawer at end of shift, keep cash flow with change as needed.

Interact and assist with customers and monitor activities inside museum.

Aid in gift shop inventory, stock shelves, arrange inventory and keep current, clean as needed around inventory as directed by manager.

Assist with children's school group tours, summer day camp activities and various children's programs.

Performs light custodial duties as needed

Performs other related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduation from accredited high school;

AND

B. One (1) year customer service experience and or sales experience;

OR

C. An equivalent combination of education and experience.

2. Required Knowledge, Skills, and Abilities.

Working Knowledge of general museum functions. Knowledge of fire codes and crowd control. Knowledge of Dixie Center and City of St. George safety policies and protocols.

Skill in use the use of various types of audiovisual to include smart phones for self-guided tours, POS computer systems, copy machines, printers, etc.; some skill in diplomacy and cooperative problem-solving.

Ability to maintain a cooperative working relationships with persons contacted in the course of performing assigned tasks; maintain a clean, safe event environment; understand and effectively carry out written and oral instructions; communicate clearly and concisely in both oral and written form; remain calm in difficult situations, and maintain mental alertness and stamina to perform routine and specialized duties for long periods of time; efficiently respond in a calm and effective manner to a variety of demands and projects; establish work priorities, and remain flexible; provide courteous information and service to the public and other staff; analyze problems and identify alternative solutions; monitor customer and public compliance with event policies and procedures.

3. Special Qualifications:

Must submit to and pass a criminal background check.
Must take and pass a pre-employment drug test.

4. Work Environment:

Incumbent of the position performs in a typical museum setting with appropriate climate controls. Tasks require a variety of minimal physical activities such as standing, bending, stooping, lifting and carrying materials and displays weighing up to 20 pounds. Public contact can create moderate exposure to stress as a result of human behavior, human error, etc.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date: _____
(Employee)